

City of Claremont, New Hampshire

Position Description

Position Titled:	Police Chief	FLSA Status:	Exempt
Reports to:	Police Commission/City Manager	Union/Merit:	Merit
Department:	Police	Grade Level-Points:	12 - 970
		Revised/Updated:	04/10/05

Job Summary

Position is a senior management level professional position that is responsible for administering and managing the city's police department and communications center; including the planning, directing, controlling, coordinating and staffing all activities of the department to preserve the peace, protect persons and enforce the law. Oversees the budgetary and capital management, vehicle and facility operation and maintenance, human resource administration, training and grant administration as it pertains to the Police and Communications areas. The work performance affects the safety and wellbeing of people and property of the City.

Work consists of broad managerial functions and processes of both administrative and professional character. Activities are often involved and very complex, several emergency activities may occur simultaneously and may be impacted by environmental factors, conflicting or controversial matters, morale and discipline must be maintained and relations with the public must be favorable. Guidelines include Federal and State Constitution, General Laws, By-Laws, Contract between City and Police Union, court regulations, and department regulations. Guidelines are broad, require extensive judgment in the development of department policy. Incumbent can obtain advice and assistance on policy as it affects city needs from the City Manager and Police Commission.

Essential Job Functions (Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties found in this class)

1. Works under the broad supervision of the Police Commission who establishes long-range goals and objectives. Works independently on day-to-day activities; confers with the City Manager on policy and budgetary review questions or to brief him or her on progress regarding various projects or programs.
2. Directs the operations of the department in order to insure the efficient and effective accomplishment of objectives.
3. Supervises and directs the work of the department staff; assigns work, monitors and evaluates performance; provides training and staff development; makes hiring recommendations to the Police Commission; schedules and monitors workload of staff to insure timely completion of assigned projects.
4. Consults with the Police Commission and the City Manager in the development of overall policies, programs and procedures to govern the activities of the department. Plans and implements department

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goals, objectives, and strategies, based upon the needs of the City as expressed by those goals and policies.

5. Consults with the Police Commission on all policy matters; keeps Commission informed on key issues and progress toward objectives and to gain support and approval; makes recommendations to assist management in making needed improvements.
6. Prepares operating budget for the department, including accomplishments, workload measurements, management goals; prepares work program for the Department.
7. Supervises grants applications and administration of the police department and communications operations. Serves as grant administrator for police department, communications dispatch, and federal or state agency grants.
8. Performs special assignments as requested, to include researching and preparing reports and projects, developing and implementing programs, administering state and federal grants and presenting technical data to City Manager, elected officials, and others.
9. Conducts regular staff meetings to review progress, accomplishments, budgets, strategies, and plans for the department.
10. Prepares and presents agenda items on behalf of the department at City Council meetings.
11. Organizes, directs and oversees all staff resources, e.g. makes assignments, provides training, evaluates performance, determines discipline, participates in collective bargaining, handles grievances, and maintains personnel records.
12. Conduct administration duties in the management and operation of the department by evaluating services; coordinating different divisions of the Department (Police, Detective, Dispatch); assigning department goals with staff; performing budget support including preparation, maintenance and forecasting; conduct risk management services to minimize potential liability.
13. Develops and oversees operating policies and procedures; delegates authority, monitors daily duties and assignments for officers; reviews activities and incident.
14. Ensure the completion of all city forms such as payroll, requisitions, billing; conduct long range planning, short range and tactical planning; and administer contract management and development for the department.
15. Represent the city at State Legislature on matters effecting emergency services.
16. Ensure departmental compliance with applicable Local, State, and Federal Mandates.

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17. Must have the ability to use a firearm and make forcible arrests.
18. Must have clear, understandable speech.
19. Plans and executes programs to prevent and repress crime, apprehend and prosecute law violators; modify and adopt new programs and techniques to improve the effectiveness of the department.
20. Prepares and submits to appropriate office/organizations various reports, e.g. annual report, monthly arrests. Notify appropriate organization (State or Federal) of incidents occurring within the City involving deaths, injuries, lost persons, or vehicular accidents.
21. Directs, coordinates and keeps apprised of all activities of the department. As necessary and on own discretion, takes charge of scenes of emergencies, serious crimes or accidents, making final decisions as to courses of action and protection of citizens, property and police personnel. Cooperates with officials of other jurisdictions on investigations and apprehensions of suspects.
22. Serves as the primary representative of the department with civic organizations, public interest groups, elected representatives, schools, etc., by attending meetings related to public safety problems and enforcement.
23. Appears before State Legislature and City Council to present testimony on proposed statutes, bills and/or ordinances affecting the police department.
24. Prepares the department budget and directs the expenditures of allocated funds; makes recommendations to the City Manager regarding any major purchases.
25. Required to be on-call twenty-four (24) hours a day when in community or region.
26. Develops appropriate specifications for purchase of department apparatus, equipment, and outside services. Develops appropriate RFP and RFQ specifications and follows appropriate city bidding and contract awarding processes.
27. Performs other related duties as assigned.

Peripheral Duties

Attend council meetings as requested.

Perform the duties of subordinate personnel as needed.

Analyze and recommend improvements to equipment and facilities, as needed.

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Participate in various committees.

Desired Minimum Qualifications

Education and Experience:

Master's degree in Police Science *or* related field, plus fifteen (15) years of progressively responsible law enforcement experience, including ten (10) years of supervisory work; certified New Hampshire Police Officer; *or* any equivalent combination of education and experience which demonstrates possession of the required knowledge, skill and ability.

Must maintain any required approvals and designations as required.

Necessary Knowledge, Skills and Abilities:

Knowledge of:

- Employee relations, contract negotiations and management RSA's and federal laws relative to labor relations, public education and training, RSA's for all aspects of police department operations,
- Law enforcement operations, public management issues, and Incident Management System.
- Considerable knowledge of modern police administration, methods and techniques, customer service and awareness, hazardous materials procedures, street locations, high hazard occupancies and Police Department apparatus and equipment.
- RSA's and federal laws relative to the environment and its protection for landlord and tenant rights, federal search and seizure laws specific to investigations, State and local law enforcement codes, building codes, electrical codes and mechanical codes, current technologies applicable to emergency services operations, computer based management systems, standard bid, RFP and CIP acquisition process.
- Thorough knowledge of municipal budgeting, NH laws relating to police collective bargaining, relevant court and administrative board decisions and personnel management to manage a municipal Police Department.
- Thorough knowledge of all streets and ways of the City.
- Thorough knowledge of CPD standing orders, directives, and standard operating procedures.
- Thorough knowledge of applicable laws, ordinances, and department rules and regulations.
- Extensive knowledge of the standards by which the quality of police service is evaluated and the use of police records and their application to police administration.

Ability to:

- React calmly and quickly under duress and strain.
- Run emergency operations both large and small

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- Plan, organize and direct the work of a large number of subordinates performing varied operations connected with police activities.
- Develop proper policies, rules, procedures and instructional programs.
- Maintain a high level of discipline and morale.
- Set goals and priorities and conduct long-range planning
- Analyze complex police problems and use, maintain and enhance base of knowledge.
- Proficiently operate police department equipment.
- Demonstrated ability to communicate both orally and in writing.
- Utilize computer based technology for planning, organization, management and day to day operations;
- Operate police apparatus and related equipment
- Generate and administer contracts
- Perform situational analysis, develop effective measures, supervise implementation, and modify as needed to secure a successful outcome
- Create standard operating procedures.
- Maintain electronic and written records and prepare reports and to document any and all information pertaining to the activities and responsibilities of the position.
- Maintain effective working relationships with department heads, employees, City Council and the public and to deal with service problems courteously and tactfully.

Skill in:

- Excellent supervisory, leadership, delegation, and public collective bargaining skills
- Superior interpersonal skills, especially in dealing with the public and police personnel.
- Skill in the use of the tools and equipment listed below.

Supervision Received

Works under the broad policy guidance and direction of the Police Commission with budget oversight by the City Manager. The incumbent is responsible for managing the Police Department and Communications Center and receives only general administrative and broad policy guidance from the City Manager and Police Commission who are consulted in such matters as the development of objectives, programs and budgets for the department. Work is reviewed through submission of reports and discussions with the City Manager, Council and Commission officials. Work is evaluated for the accomplishments of objectives and effective utilization of resources allocated to the department. The duties and responsibilities of this position are also governed by an extensive set of statutes, policies, rules and regulations, as amended on an ongoing basis.

Supervision Exercised

Supervision is exercised over 30 full time employees and a number of part time employees. The functions of the Department are diverse and require specific training. Operations can be abruptly interrupted at any time and

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alter staff size, work load or assignments. The majority of the work force at any particular time is on patrol and dispersed to the various parts of the city.

Responsibility for Public Contact

Contacts are with a wide variety of people both inside and outside the City service and may include the business community, attorneys, public action groups, other police departments and judges. Daily contact requires courtesy, discretion, and sound judgment. The purpose of these contacts may be to defend or to negotiate with high level state officials with regard to controversial matters and interpretation of law. Other contacts are significant with other Police Departments, local hospitals, state organizations, sales representatives, city departments, and local, state or national press; for the purpose of requesting and/or providing professional assistance, for the purpose of education, communications, planning, coordinating and code/law/standard and/or regulation issues. Contact types are usually by email, telephone, in person, or in writing.

Licensing & Certification

Certified New Hampshire Police Officer
Must maintain a valid motor vehicle operator's license.

Tools & Equipment Used

General police-issued equipment such as firearms, protective vest/gear, restraints, radio, vehicle, etc. General office equipment including computer, workstation, telephone, fax machine, photocopier, etc.

Typical Work Surface(s): Standard office desk and chair; tables; computer work station, wood, tile, cement and carpeted floors.

Typical Controls & Equipment: : Calculator, computer, printers, telephone, typewriter, copy machine, fax machine, General police-issued equipment such as firearms, protective vest/gear, restraints, radio, vehicle, etc.

Typical Work Environment: Inside: 80% Outside: 20%

Summary of Occupational Exposures: Work is performed in a variety of settings from comfortable office setting to extreme weather conditions. Risks may include physical or verbal attacks from individuals or groups. Physical demands include self-defense efforts, disarming persons who may not be rational, running, jumping etc., however these conditions are generally not a daily factor in the work. May be exposed to cleaning fluids, copier toner, etc.

The incumbent's working conditions are typically quiet to moderately loud.

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Physical Activity Requirements

Primary Physical Requirements

LIFT up to 10 lbs.: Frequently required
LIFT 11 to 25 lbs.: Occasionally required
LIFT 26 to 50 lbs.: Occasionally required
LIFT over 50 lbs.: Occasionally required

CARRY up to 10 lbs.: Frequently required
CARRY 11 to 25 lbs.: Occasionally required
CARRY 26 to 50 lbs.: Occasionally required
CARRY over 50 lbs.: Rarely required

REACH above shoulder height: Occasionally required
REACH at shoulder height: Occasionally required
REACH below shoulder height: Occasionally required
PUSH/PULL: Occasionally required

Other Physical Considerations

Twisting: Occasionally required
Bending: Occasionally required
Crawling: Rarely required
Squatting: Occasionally required

Kneeling: Occasionally required

Crouching: Occasionally required
Climbing: Rarely required
Balancing: Rarely required
Grasping: Frequently required

Handling: Frequently required
Torquing: Occasionally required
Fingering: Frequently required

During an 8-hour Day, Employee is Typically Required To:

	<u>Consecutive Hours</u>	<u>Total Hours</u>
Sit	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Stand	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Walk	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8

Cognitive and Sensory Requirements:

Talking: Necessary for communicating with others.
Hearing: Necessary for taking instructions and information.
Sight: Necessary for performing job effectively and correctly.
Tasting & Smelling: May be required to detect odors.

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